



TOWN OF LAKE PARK

Librarian II

Under the direct supervision of the Library Director, responsible for assisting the Library Director in directing and coordinating activities for library services. Responsible for managing reference services for the public, including the selection of reference and database resources for the collection and the library's web site. Also responsible for managing the operation of the circulation desk, scheduling staff at the circulation desk, and for training staff on policies, procedures and routines for the circulation of materials and in assisting the public in locating materials and online resources to answer basic information needs. Assists with community outreach activities, program planning, scheduling of speakers, preparation of presentations, publicity and marketing, and coordinating with others such as the Friends of the Lake Park Public Library. Assists the Library Director with the preparation of annual reports for the State Library of Florida grant writing activities and the preparation of other administrative documents. Master of Library Science Degree required, along with at least three years of public library experience. Pay rate: \$18.94 to \$27.95 per hour. **Deadline for Receipt of Applications: 5:00 p.m. on August 22, 2016. Applications may be obtained from and must be submitted directly to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. All applicants shall be subject to a criminal background check. Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or by email. Phone: 561-881-3300. An Equal Opportunity Employer.**